

14 APR 1971

MEMORANDUM FOR: CFE/SUPPORT

SUBJECT : Promotion Recommendation for Gerald Kelly Hughes from GS-12 to GS-13

1. [ ] strongly recommends the promotion of Mr. Gerald Kelly Hughes, from GS-12 to GS-13 in view of the outstanding manner in which he has discharged all responsibilities relating to his assignment as C [ ]/PERS.
2. We have concluded that at any one time the office of [ ]/PERS is handling, in one form or another, the affairs of some [ ] Agency employees representing personnel enroute to [ ] [ ] in place [ ], returning from [ ] for onward assignment, in training, in addition to the affairs of the [ ] Headquarters contingent of approximately [ ] people. To handle this personnel administrative workload Mr. Hughes has as a staff in addition to himself, one male GS-12, one female GS-07, [ ] clerks and [ ] secretaries. With this inadequate staff Mr. Hughes has turned in an exceedingly strong performance in managing the affairs of his office and handling in the many and varied demands which are required to support this number of Headquarters and Field personnel. He is intelligent, diligent and aggressive. He is constantly aware of personnel needs, both at Headquarters and in South Vietnam and works tirelessly to provide the personnel whom he backstops with the best support that he can provide.
3. Although not previously familiar with FE Division personnel procedures and not having been faced with the demands of supporting such a large personnel contingent Mr. Hughes readily grasped the requirements of the position and has clearly demonstrated the depth and capacity to handle this demanding assignment with facility. He is performing at a GS-13 level and should be promoted to that grade as soon as practicable.

[ ]  
Chief, [ ]

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~~SECRET~~  
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